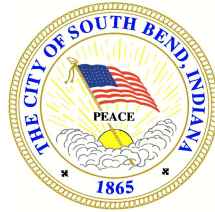


THE CITY OF SOUTH BEND



VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT I

DEPARTMENT - MORRIS PERFORMING ARTS CENTER

FULL-TIME

SALARY - \$30,250 - \$33,890

CLOSING DATE – MARCH 10, 2010

DEFINITION

The Administrative Assistant's primary duty is to provide administrative office support to the general operations of the Morris Center complex specifically in the areas of public relations, purchasing, advertising, marketing, quality control, research, and database administration. Will serve as Manager on Duty for specified events. The Administrative Assistant exercises discretion and independent judgment in areas of assigned responsibility.

EXAMPLES OF DUTIES

Provides administrative support to the Executive Director and Assistant Director – Administration and Marketing. Responsible for initiating, composing, reviewing, typing, editing, tracking, updating, and/or proofing a variety of correspondence, reports, memoranda, signs, newsletters, flyers, database lists, and facility/event lease agreements. Responsible for event lease tracking. Assists with or initiates preparation of press releases, public service announcements and other materials promoting the facility. Conducts research relative to performing arts standards directly related to marketing strategies. Maintains/creates administrative contract event files and administrative databases. Manages Morris event database and reports appropriate data to various industry publications as deemed appropriate. Designs, creates, and uploads "messages" to Marquee. Responsible for response and handling of all complaints, either verbally on the phone, by written communication, or by email. Responsible for computer network, internet and database administration of Morris website calendar; Morris Fan Club member info; various community event website calendar updates and Morris Facebook, My Space, and Twitter accounts. Solicits advertising sponsorships from the business community for Morris printed materials and projects including "Fridays by the Fountain" summer concert series in the Jon R. Hunt Plaza. Liaison to the Morris Entertainment, Inc. Board of Directors and Board Committees. Maintains office supply inventories and oversees budget for administrative office supplies. Assumes other related responsibilities as required.

EDUCATION AND EXPERIENCE

Requires a college degree preferably in communications, administration and/or special business plus three to five years of administrative experience in increasingly responsible positions. Quality training plus outstanding experience may substitute for a college degree.

KNOWLEDGE AND ABILITY

Strong, excellent writing ability. Knowledge of Microsoft Office Suite software and the ability to type a minimum of 60 wpm. Also highly desired is general working experience with computer graphics programs such as Adobe Photoshop, InDesign, and Illustrator. Applicant should be able to demonstrate the ability to simultaneously administer various diverse efforts and/or ongoing projects, as well as organize work in an efficient and productive manner. Individual must be able to work alone and without direct supervision, maintain confidentiality, and remain collected in stressful situations/conditions. This position requires the use of various office machines/equipment, for example, copiers, printers, lamination and binding equipment, etc. Good interpersonal and communication skills are necessary. Also requires high-quality customer service attitude and willingness to help wherever needed. Attention to detail and strong organizational skills are a must.

LICENSE REQUIRED

Valid driver's license

ABILITY TO SPEAK SPANISH A PLUS

DRUG SCREENING REQUIRED

PLEASE SUBMIT 3 WRITING SAMPLES WITH RESUME AND APPLICATION.